



PRO HAC VICE ATTORNEYS

Out-of-state attorneys admitted *pro hac vice* may register to use ICCES. See C.R.C.P. Rule 221; C.R.C.P. Rule 121, §1-26(3)(a); and C.R.C.P. 305.5(c)(1).

Before registering to use ICCES, out-of-state attorneys not licensed to practice law in Colorado must first be admitted *pro hac vice* and have a court order approving such admission.

Motions for *pro hac vice* admission must be filed through your Colorado attorney sponsor.

Once you submit your *pro hac vice* motion and a judge enters an order granting it, click the link below and follow the steps to register for ICCES.

[Pro Hac Vice](#) Instructions

ADDING PARTIES TO A CASE IN ICCES

In order to submit a filing on behalf of a party, the party must have ALREADY been added to the action.

Only the court, with few exceptions, can add parties (i.e. Amicus Curiae, Intervenors, etc.) to an existing case.

The only situations where an entity other than the court can add a party are:

- Water case attorneys can add parties to their cases (CW cases), with the pre-approval of the court.
- Amicus Curiae can add themselves to matters **in the Supreme Court only**, using Amicus Curiae – Join as the party type.

At this time, Court Visitors, CFIs and GALs are not parties to a case and cannot be added.

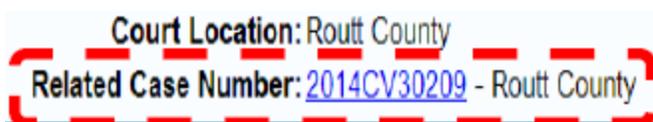
NEWEST FROM ICCES

ICCES users can now file new and into existing Foreign Judgment, Name Change, Other, and Replevin case types in county civil court locations.

Users can also search for these case types in ICCES but must keep in mind that these case types were not available for e-filing before January 2014. Therefore, historical cases started before January may not contain any e-filed documents on record with the court.

When a new case is submitted and then rejected by the court, ICCES users can now select “Act On” from the Alerts screen and refile the case into the proper court location. Users can enter a new Return Date and Time if it is required for the case type.

ICCES has added related case information to the Case History and Case Information screens. This will display if a court case has been related to another court case.





CASE HISTORY PURCHASE SCREEN

If a user attempts to purchase access to a case that does not have any e-filed documents on record with the court, there will be a message stating "You are about to purchase access to a case that has no e-filed documents on record."

BILLING INFORMATION
You are about to purchase access to a case that has no e-filed documents on record.
Case History Purchase
Fee: \$10.00

98-01 CHECK BOX



Any attorney filing as Court Appointed Counsel, or for a party that falls under CJD 98-01 should select the 98-01 fee waiver checkbox on the ICCES Review & Submit screen so that e-filing and e-service fees will not be assessed.



Sections
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Newsletters

NEWSLETTERS - FUTURE ENHANCEMENTS

Click the link below to access past newsletters and find out what features ICCES has added in the current release, and review what features and fixes have gone into prior releases. Choose a topic from the menu on the left.

<http://www.courts.state.co.us/Administration/Unit.cfm?Unit=efile>

TRAINING MANUAL FOR ATTORNEYS

Click the link below to view the most up to date version of the ICCES Training Manual for Attorneys. The updated manual includes instructions with screen shots for e-filing in trial court cases and appeals cases.

http://www.courts.state.co.us/userfiles/file/Training_Manual_Attorney.pdf



LIVE SUPPORT HOURS (ALL TIMES MST)

Weekdays (Monday-Friday): 7:00am to midnight.
Weekends (Saturday-Sunday): 8:00am to 5:00pm

**Please note, ICCES has staff on-call and monitoring the system 24/7, 365 days a year for system out-ages and emergencies.*